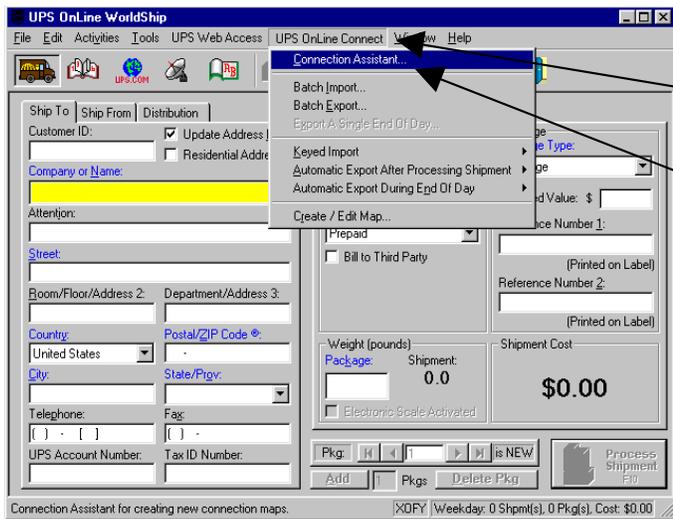


UPS WorldShip – Export Setup Guidelines

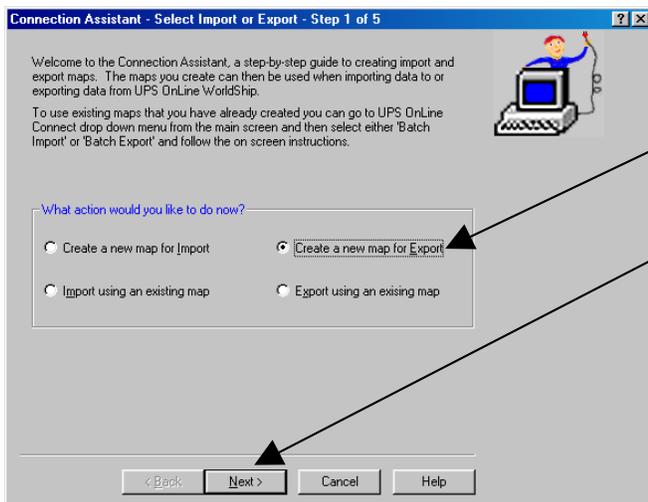
A guide for exporting shipping information from UPS WorldShip to the Lakeshore system.

The following instructions assume that the UPS WorldShip application has been properly installed. In order to export shipping information to Lakeshore an export map must be created through an ODBC connection. The following screens from the UPS WorldShip program will illustrate the steps needed to export shipping information (screens may be slightly different due to different versions of the software. Terminology should be correct).



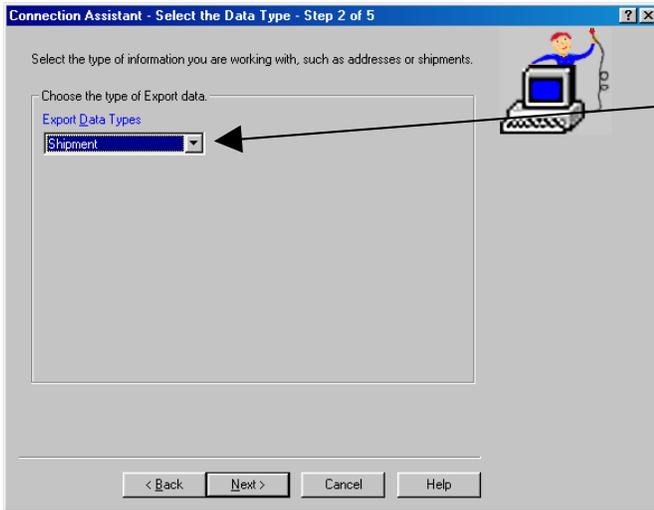
1. Open WorldShip
2. Click on the Import/Export Data Menu
3. Click on the Connection Assistant

Figure 1. WorldShip opening screen



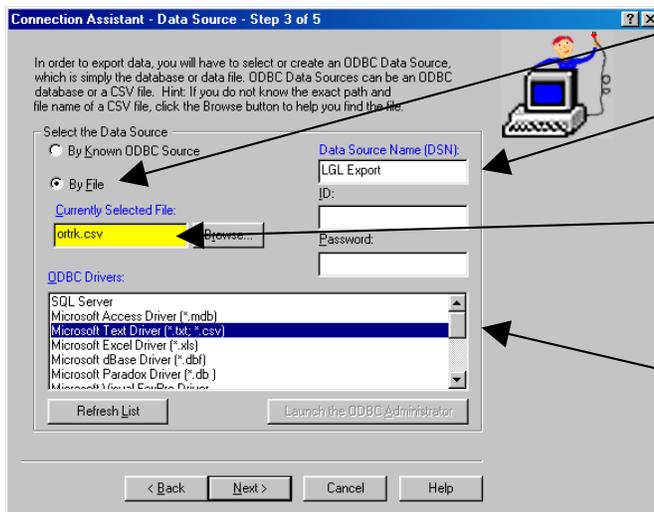
- Select Create new map for Export
- Click Next >

Figure 2. Step 1 Connection Assistant



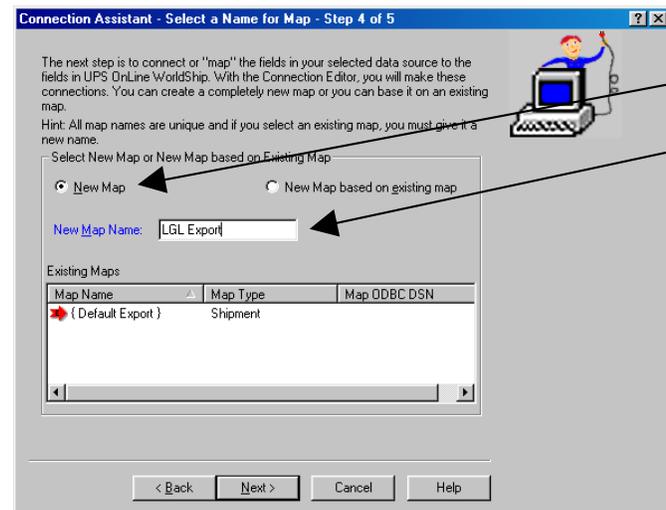
- Select “Shipment” from the Export Data Types drop down list box
- Click Next >

Figure 3. Step 2 Connection Assistant



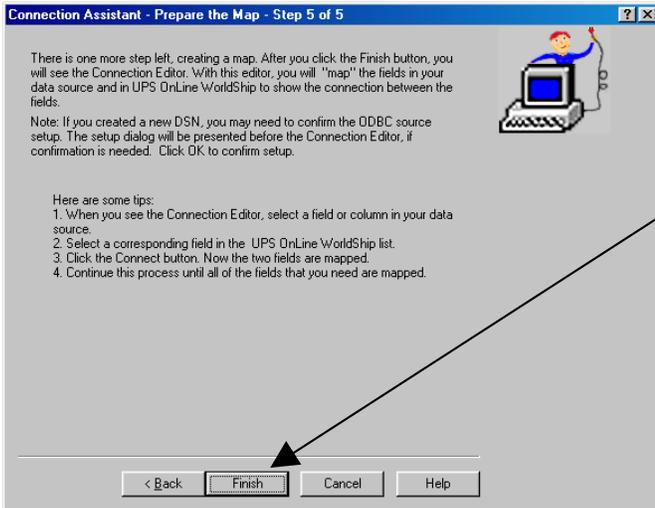
1. Select: By File
2. Enter a name in the Data Source Name (DSN) text box
3. Find “ortrk.csv” on the mapped drive for the UPS machine by clicking Browse (may have to map it if it does not show).
4. Select: Microsoft Text Driver
5. Click Next >

Figure 4. Step 3 Connection Assistant



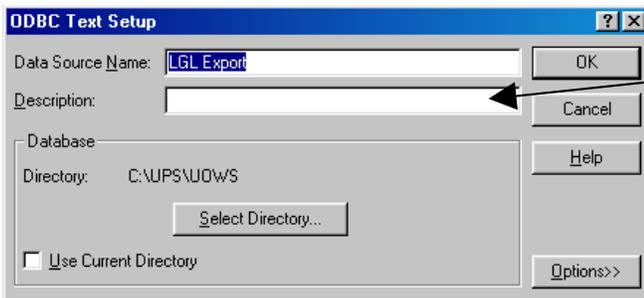
1. Select New Map
 2. Enter a name in the New Map Name text box.
- Click Next >

Figure 5. Step 4 Connection Assistant



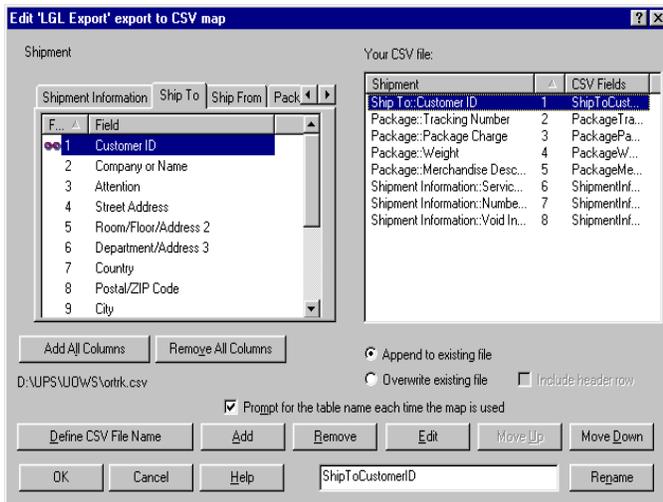
- Click Finish

Figure 6. Step 5 Connection Assistant



- Enter a description - Lakeshore Tracking Information
- Click OK

Figure 7. ODBC Text Setup box



- The fields for export are selected in the Edit export to CSV map dialog box.
- Please see the following instructions.

Figure 8. Edit export to CSV map box

The fields in the following table must be selected in the tabbed "Shipment" list box and added to the list box on the right. To complete a selection,

1. click on the appropriate tab, e.g., Ship To, and then click on the field name to select the field. Use the table below to complete the proper fields.
2. Next, click on the Add button, this will add the field to the "Your CSV file" list box on the right hand side. It is important that the items in the "Your CSV file" list appear in the same order as listed in the following table. If needed, items can be reordered by selecting the field in the "Your CSV file" list and then clicking on the Move Up or Move Down buttons as needed.

UPS Header – Left Hand Box on screen

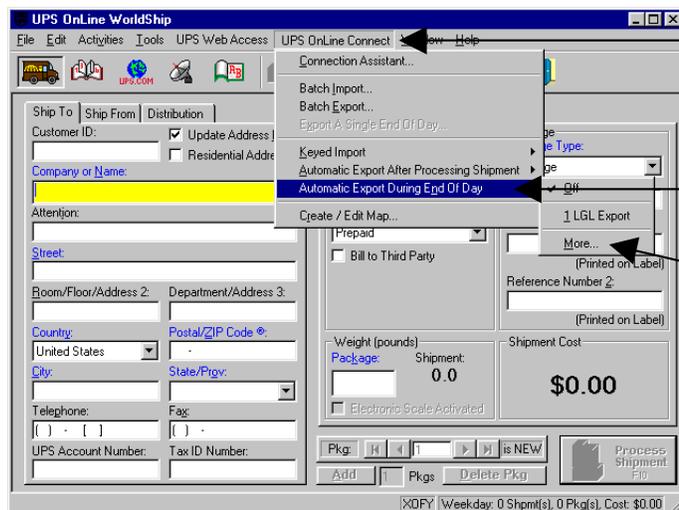
Lakeshore Item	Tab to Select	Field Name
UPS order Number	Ship To	Customer ID
Tracking Number	Package	Tracking Number
UPS Charge	Package	Package Reference Charge
Weight	Package	Package Weight
Package reference	Package	Merchandise Description for Package
Service	Shipment Information	Service Type
Number of packages	Shipment Information	Number of Packages
Void Flag	Package	Void Indicator

Table 1. Export Fields



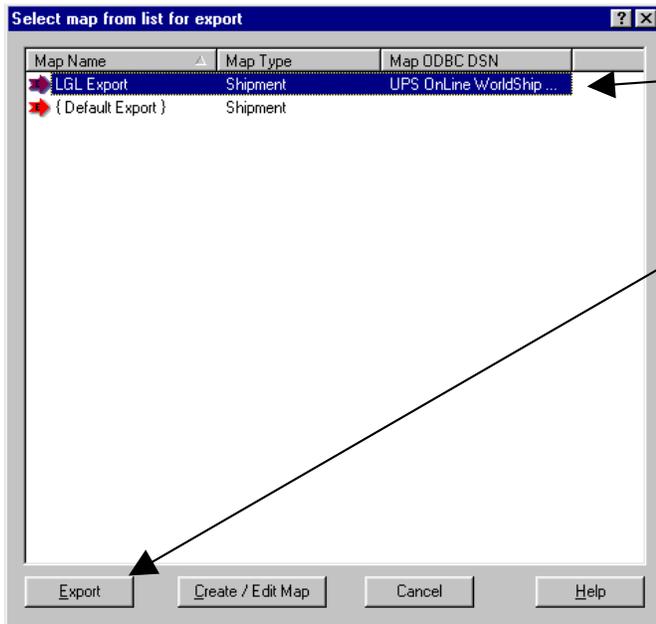
- Click No

Figure 9. Batch Export message box



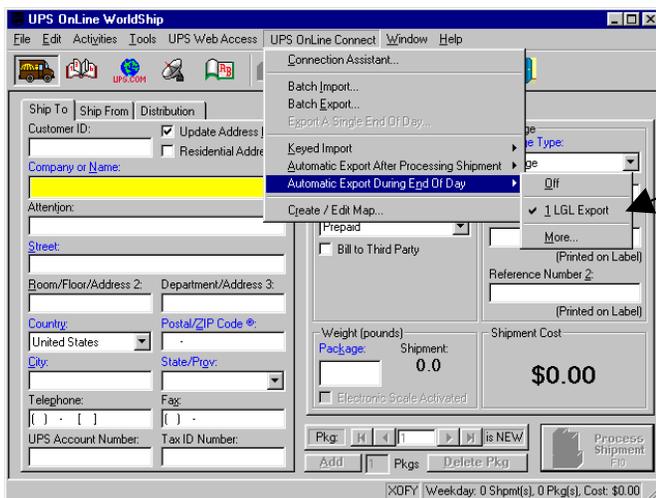
1. To set the end of the day export, click on Import/Export Data
2. Next, click on Automatic Export During End Of Day
3. Click More...

Figure 10. WorldShip opening screen



- Select the Map Name for the end of the day export
- Click Export

Figure 11. Select map for export box



- The previous selections will enable the Export Map for the end of the day export

Figure 12. WorldShip opening screen